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27 August 1953

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ADMINISTRATIVE: Chief of Operations, Ds/P

SUBJECT : Exceptions from Training

NOTES: [REDACTED]

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1. THE PROBLEM: In accordance with established policy, all personnel of the Clandestine Services are subject to Agency training. Because of continued requests for waivers of required training and the lack of a well defined policy outlining responsibilities and criteria for authorizing such waivers, the adequate training of Clandestine Services personnel is not always economically effective. Injustices to individuals may be done by requiring that they take training, which, by virtue of their previous background, training, and experience, they already have the equivalent. On the other hand, there may be those individuals who have had extensive backgrounds in fields not allied to the business of clandestine intelligence for whom exceptions to training may be requested and for whom it would be an injustice to deny them the training in the basic concepts of clandestine intelligence and for whom such waivers should not be authorized.

## 2. FACTS BEARING ON THE PROBLEM:

a. In order that training within the Clandestine Services be standardized and formalized, minimum training standards were established. These were set forth to provide criteria and patterns of training ensuring that personnel of the Clandestine Services would receive adequate training with respect to their assigned functions within the Clandestine Services. It was further set forth that these standards would be applied in a flexible manner related to the background, maturity, experience, and previous training of the individual concerned.

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b. A previously accepted policy furthermore states, "native intelligence, an impressive academic or military education and/or previous experience in other intelligence agencies are not sufficient to discharge the peculiar responsibilities inherent in CIA clandestine operations unless they are matched by adequate Agency training."

3. CONCLUSIONS: Training programs planned for individuals should therefore consider the complete history of the individual concerned in relation to the projected assignment and each must be done on an individual basis. [REDACTED]

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[REDACTED] minimum training an individual should have in order to qualify for a specific assignment. Application of these standards in a flexible manner should relate them to an individual's background. In some cases this will add up to the equivalent of one or more of the required courses and consideration should be given to waiving such courses which might be considered as being repetitious or a duplication of an individual's previous background, experience, and training.

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#### 4. RECOMMENDATIONS:

a. The responsibility for determining whether or not such equivalents exist should rest with the appropriate Senior Staff.

b. Where an individual has the equivalent in previous background, training and/or experience in one or more of the phases of the Basic Training Program, constructive credit for the courses waived should be permanently recorded.

c. Requests for waivers based upon such considerations should be prepared by the parent division in quadruplicate. Upon approval by the Senior Staff, copies for permanent record could then be distributed as follows:

1. Appropriate Senior Staff Training Office
2. Registrar, WH
3. Personnel (to be included in the individual's file)
4. Original signed and returned to the parent division

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d. Requests for exceptions from certain training courses and/or blanket requests to forego all basic training based on considerations other than an equivalent in background, training, or experience should be in memorandum form addressed to the Chief of the appropriate Senior Staff, setting forth sufficient justification for the request in order that effective consideration be given. Such requests, however, would be considered only in unusual circumstances.

5. Attached is [REDACTED] recommendations included herein are adopted, could be the basis for the implementations of these recommendations throughout the Clandestine Services.

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[REDACTED]  
Chairman, Clandestine Services  
Training Committee

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SUBJECT : Exceptions from Training

## I. POLICY

A. In accordance with established policy, all personnel of the Clandestine Services are subject to Agency training.

B. [REDACTED] the minimum training an individual should have in order to qualify for a specific assignment.

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C. Any departure from these standards constitutes a waiver.

## II. RESPONSIBILITY

The responsibility for authorizing waivers from the prescribed programs of training rests with the appropriate Senior Staff.

## III. PROCEDURES

A. When waivers from prescribed training are requested the parent Division will be responsible for initiating a memorandum in quadruplicate to the appropriate Senior Staff Training Officer following the form set forth in Attachment A.

B. Where an authorized request is based upon previous background, training, and experience, constructive credit, the equivalent of the course waived will be made a matter of permanent record.

C. Requests for exceptions from certain training courses and/or blanket requests to forego all required training based on considerations other than an equivalent in background, training, and experience should set forth sufficient justification for the request in order that effective consideration be given. Such requests, however, will be considered only in unusual circumstances.

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2. The following detailed justification is given in support of this request:

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(SENIO STAFF T. O.)